

## Meeting Notes

# Hispanic Education Summit Planning Meeting

10/12/2007

Ottawa Bldg, 611 W. Ottawa Street, L.L., Conf. Rm 2, Lansing, MI 48933

### Meeting called by:

Ms. Arminda Garcia, Education Committee Chair

### Facilitators:

Mr. Terry Fobbs and Dr. Mary Miller

COSSA Office: Marylou Mason, Vicky Potter

### Meeting held by Conference Call – Members Participating:

Arminda Garica, Jane Rohrback, Laura Gonzales, Arminda Garcia,  
Leonard Savala, Eunice Castillo, John Flores, Alfonso Salais

## Agenda topics

### 1) Sponsorship:

- Ms. Mason was able to confirm that Lansing Community College will sponsor the Hispanic Education Summit by providing the meeting room. Unfortunately, Lansing Community College's facility is not available on Wed. November 28, 2007.
- Ms. Mason contacted the Superintendent's office. His office staff said he may be available the day before, Nov. 27, but only from 11a-3p. Committee members stated we can work the agenda around the Superintendent's schedule.
- The space and rooms needed at the Summit was discussed. If the room is large, than five breakout rooms would work fine – 2 challenge tables per room. Marylou will check to see if this is possible. If there 150

participants, there would be 15 people per table, 10 tables.

- Target audience: Superintendents & Asst. Superintendents (targeting the top ten highest Hispanic population), College/University Deans of Student Services, ALSAME Members, Directors of State/Federal Programs, Directors of ESL/Bilingual Programs, Hispanic School Board Members, Intermediate School District leaders, JSRI Director, MDOE Leaders, Mr. Ed Roehbor
- Reviewed contact letter. Suggestion was to add the statement, "If you are unable to attend, please invite a high level decision maker to represent your institution."

## 2) Review Challenge Articles

- Mary Miller stated that ground rules will be needed. We do not want attendees to dwell on things we cannot change.
- There are still a few challenge articles still outstanding. Please send in your challenge article as soon as possible. Vicky will be sending an e-mail with all of the outstanding articles needed.
- If possible, please find a one page executive summary or abstract.

## 3) Facilitator Training

- Alfonso Salais stated that he would like to attend the training session on Nov. 6<sup>th</sup> except he is scheduled for Professional Development training at his school. He asked if it was possible for the office to send an e-mail to his school principal asking to be excused so that he may participate. The office will send the e-mail to Mr. Cousins.
- The facilitator training will be held on Nov. 6 & 8, 2007. Those not signed up need to do so as soon as possible. The training will be provided by MI Dept. of Civil Service and is entitled, "Fearless Facilitation." If order to be a facilitator, you must attend the

training. There will be only 1 facilitator per challenge. Extra committee members can either sit in at the table or help Terry and Mary walk the floor and help facilitators with questions, etc.

- Eunice Castillo stated she is not good with speaking in front of others and asked to be a “floater or sit with a table”. The Committee stated that was not a problem.

#### 4) Miscellaneous

- Additional meeting dates scheduled
  - Oct. 26, 2:00-4:00 conference call
  - Nov. 6 & 8, 9:00a-4:00p facilitator trng
  - Nov. 14, 2:00-4:00 conference call
  - Nov. 26, 2:00-4:00 conference call
- Laura Gonzales stated she is working on the data to support each challenge.
- A member asked if the session would be video taped. Marylou will ask if LCC can do that and if it could be covered?
- Leo Savala suggested having an evaluation for attendees to complete following the summit.

#### 5) Next Meeting date – *The next meeting conference call will be Friday, October 26, 2007.*

**Special notes:**